

# **ATTENTION PERMIT APPLICANTS**

**EFFECTIVE FRIDAY, FEBRUARY 29, 2008**

**CONCURRENT PLANS PROCESSING AVAILABLE FOR “A” TEAM PLANS  
(RESIDENTIAL ADDITIONS, ALTERATIONS, REPAIRS, POOLS, FENCES,  
ETC. COMMERCIAL ALTERATIONS LESS THAN 100,000 IN VALUE)**

Effective Friday, February 29, 2008, all A-Team plans will be processed through the Concurrent Plans Processing System (CPP). The CPP System allows the plans and documentation to be sent electronically to multiple departments for review, thus expediting the permitting process.

As of the effective date permit applicants must submit a CD-Rom containing the plans and documentation (in PDF format), required for a building permit for projects defined as “A-Team”. The CD must be submitted with the permit application (original form) to the Permit Records Section. Please follow the attached Concurrent Plans Processing (CPP) Guidelines for E-Plan Processing when preparing your documents for submittal on the CD.

The documents contained on the CD will be downloaded into the CPP System and a process number will be assigned. The CPP System allows the plans and documentation to be sent electronically to multiple departments for review, thus expediting the permitting process.

The permit documents are reviewed, marked up, disapproved or approved electronically. Once the review of the documents is completed, permit applicants are notified by e-mail of any needed correction or that the application has been approved. If the application and plans are approved, the applicant can pay for the permit “online” and print the permit card and all of the approved documents at his or her place of business or residence.

Applicants who submit plans in a paper format will be assessed a conversion fee based on the attached fee schedule. These fees must be paid in addition to required upfront fees prior to the documents being sent for plan review. Additionally, this will add 24 to 48 hours to the review process for conversion.

Thank you for your attention to this matter.

**For Additional Information please call the  
Permit Records Section at 786 315-2100**

**MIAMI-DADE COUNTY  
BUILDING DEPARTMENT  
FEE SCHEDULE FOR SCANNING OF BUILDING PLANS  
TO PDF FORMAT AND CD BURNING**

<b>DESCRIPTION</b>	<b>COST</b>
8 ½ “ x 11”	(\$0.096) per page
8 ½ x 14”	(\$0.096) per page
11” x 17”	(\$0.096) per page
12” x 18”	(\$0.117) per page
18” x 24”	(\$0.307) per page
24” x 36”	(\$0.307) per page
30” x 42”	(\$0.52) per page
36” x 48”	(\$0.52) per page
CD Burning	(\$4.22)
Preparation fee	(\$8.70)